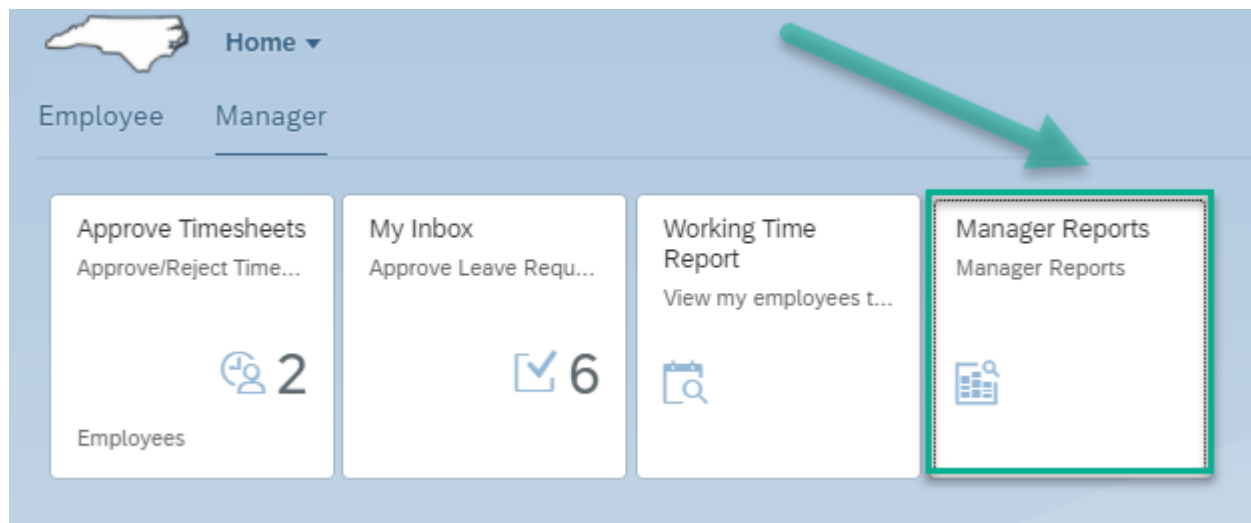# MANAGER - MY EMPLOYEE QUOTA OVERVIEW
## FIO-13 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this BPP is to explain how to access the My Employee Quota Overview Report in the Integrated HR-Payroll System via the Fiori Interface. The My Employee Quota Overview report is a manager report that provides quota available/used/entitlements hours for direct report employees. This report is available for ALL managers and Interface managers and is designed for browser use as well as mobile use.

1. To access the **"My Employee Quota Overview"** report click on the "**Manager's tab"** and then click on the **"Manager Reports"** tile.
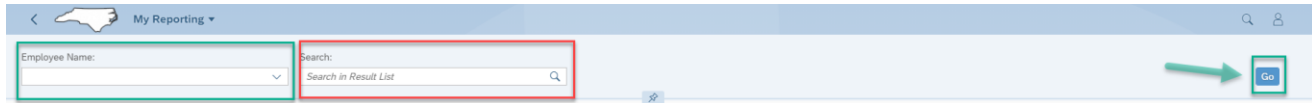

2. On the "**Time & Leave"** card, select the "**My Employees Quota Overview"** link to generate the report.
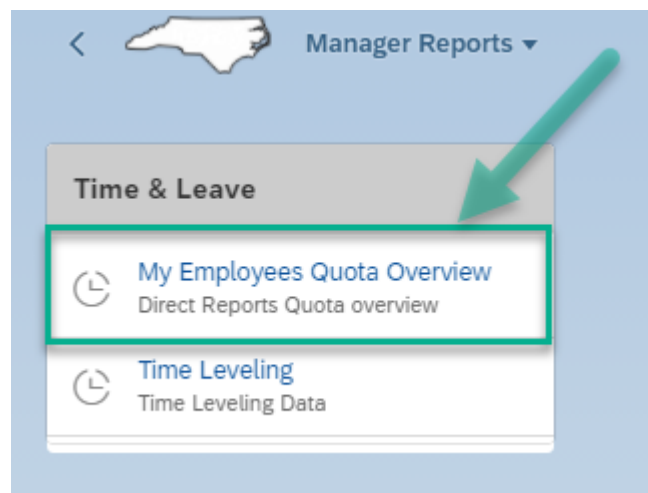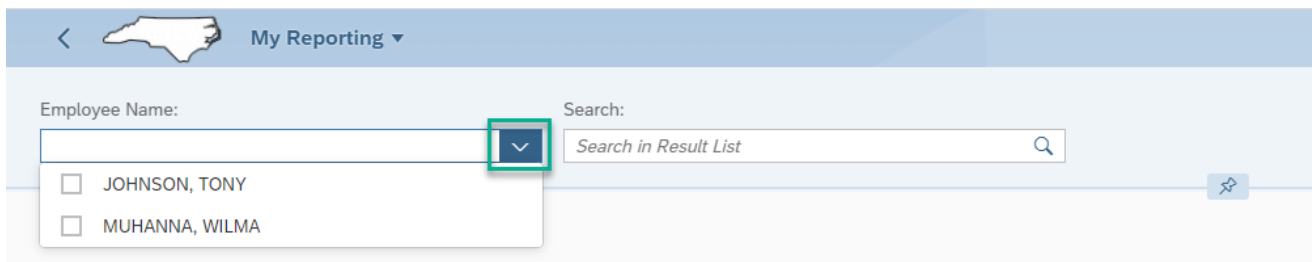
3. There are two data fields within the header of the report:
    *   **Employee Name** = filter data field requires **Go** to apply the filter criteria after selection.
    *   **Search** = Allows free form entry of any variation for the Quota type **"Vacation Type"** (i.e., Vacation Leave or Vac) with the search icon selection.
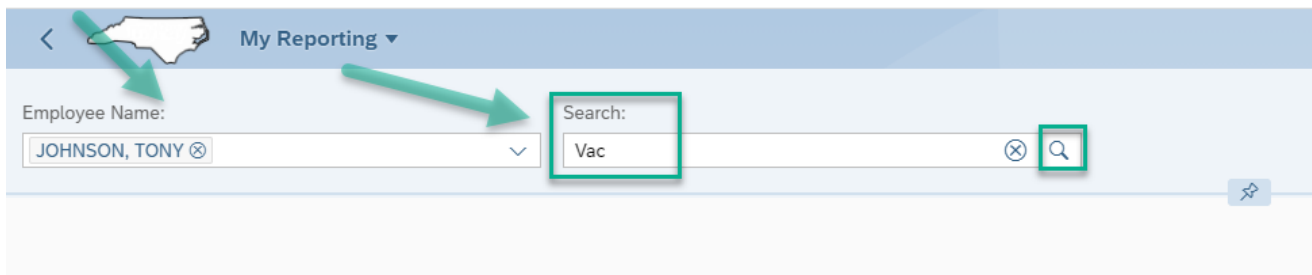

1. The "**Employee Name**" field delivers a list of all direct reports by default. The employee's name field allows for specific employee filter selection.

2. **Search** - used to specify a specific quota type. When the Filter is defined and the search field is defined with a specific quota, and the Employee name filter is reset, the search field will be reset as well and the default to deliver all quotas is then delivered.

3. The **"My employee Quota Overview Report"** delivers a manager's direct reports Quota available/used/entitlement hours as of today.
- All available hours are shown in **GREEN**
- All zero hours are shown in **BLACK**
- All negative hours are shown in **RED**

Note: Expired quota will not be shown

4. **"Export to excel"** delivers the formatted data to a spreadsheet.

On Mobile: The **My Employee Quota Overview** report is also accessible using a **Mobile Device.** It can be accessed through the **Manager Reports** application on the Manager tab.
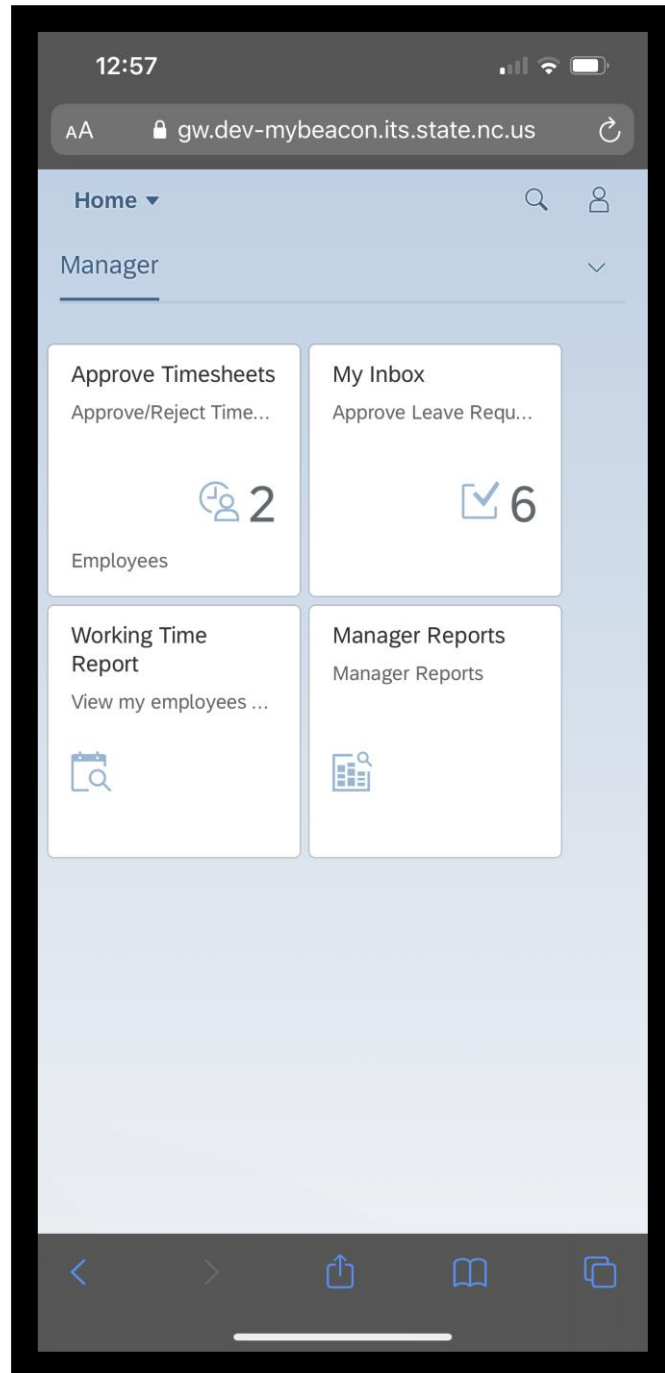
Select the **My Employees Quota Overview** link to generate the report.
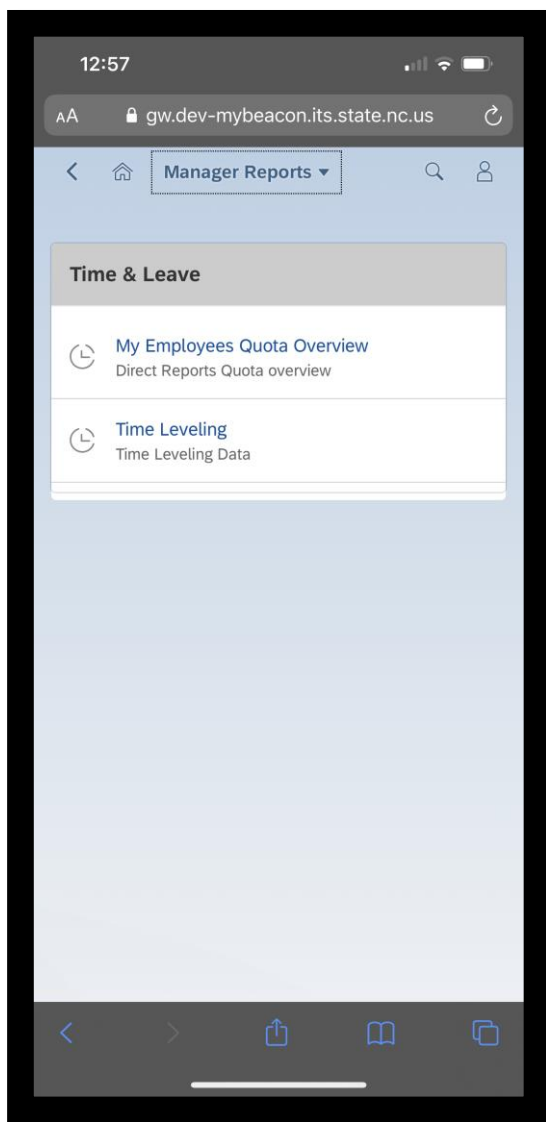
Note: Upon executing the report, the data delivered includes the Employee name, Quota and Available hours across the top and additional detail along the side for all Quota Types. By default, all direct reports are delivered and their respective quota information.

- All available hours are shown in **GREEN**
- All zero hours are shown in **BLACK**
- All negative hours are shown in **RED**

Note: Expired quota will not be shown.

The **Employee Name** field allows for a selection of a single employees or a selection of multiple employees to override the report delivery of all direct reports. You can use the Search field to search for any specific Quota criteria in the report. You can use a root word (vacation) or any shortened version of the leave type (vac) to search. To apply the search field criteria, once the criteria is predefined within the search field, the user should select **Enter**, then **GO** for report execution and delivery of the report.

Change Record

- 10/06/21 – New BPP – Mayuri Surati
- 10/25/21 – Updated format and assigned reference number – Claire Ennis
- 11/9/21 – Incorporated content edits – Jennifer Boyette